



Town of Buena Vista

P.O. Box 2002

Buena Vista CO 81211

Phone: (719)395-8643

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SPECIAL EVENTS PERMIT

Required for events with 200 persons or more in attendance

Name of Event: _____

Date(s) of Event: _____ Time(s) of Event: _____

Location of Event: _____

☐ ☐ Event will require street closures (indicate streets) _____

☐ ☐ Event will use CDOT property (STH 24).

Description of Event/Scope of Activities (attach narrative if appropriate) :

Applicant: Organization Name: _____

e-mail: _____

Contact Person: _____ Phone: _____

Address: _____

Responsible Party for Day of Event:

Name: _____

Email _____ Mobile Phone Number: _____

Number of Participants: _____ Number of Vendors: _____

Number of Spectators: _____

\$50 Application Fee as cash or check is required at the time of submittal.

Vicinity Map/Site Plan

Attach a vicinity map and site plan for each event application.

Town Properties – See Appendix A

List the Town properties that are proposed to be used by this event: _____

Will you be requiring assistance from Public Works? 755 Gregg Drive, 719-395-6898

What type of assistance? _____
(street barricades, posts, poles, cones, etc.)

*** Indicate location on the vicinity map and/or site plan. ***

Town Streets

List the streets that are proposed to be used to perform the activities of this event: _____

*** Indicate location of all right-of-ways and roadways on the vicinity map and/or site plan. ***

Temporary Road Closure- See Appendix B

List the roads that will qualify for a temporary road closure to ensure the health, safety, and welfare of the public or the participants of this event: _____

*** Indicate location of all temporary road closures on the vicinity map and/or site plan. ***

Parking/Traffic Flow

Authorized personnel to direct traffic are: _____

Will you have off-site parking? Yes/No If yes, where is it and how will you be moving people to the event site? _____

Number of Parking Spaces Provided: _____

Is parking proposed on Town streets? Yes/No If yes, please indicate which streets _____

***Indicate number of parking spaces and the locations of the following: parking areas, traffic flow, personnel directing traffic, and traffic signage on the site plan. ***

Law Enforcement

Describe the plan for communications to be used in the event of an emergency (i.e. radio (what channels), cell phones, etc.): _____

Will your event involve multiple Law Enforcement Agencies? (list): _____

Do you anticipate utilizing uniform deputy services from the Police Department for ground security or traffic direction? _____

Will a private security company be used? _____

How will your security be identified? _____

Will your event interrupt the normal traffic flow on any roadway? _____

Is there any possibility that your event could need the services of the Chaffee County Search and Rescue or the Chaffee County Sheriff's Department? _____

****Indicate locations of security personnel on the site plan. ****

Emergency Medical Care

Describe EMS arrangements/plan: _____

Indicate routes for EMS and Fire Crew access: _____

****Indicate locations of first aid and emergency services on the site plan. ****

Water

If using Town water, describe water source and method of distribution. _____

Expected Amount of Use _____

**** Indicate locations of water stations on the site plan if applicable. ****

Sanitation (Restroom Facilities)

Number of Sanitation Facilities Provided (min. 1/50): _____

Will you be using a Town facility Yes/No

Describe disposal plan: _____

**** Indicate location and number of sanitation facilities on the site plan. ****

Vendors

Describe all food services and vendors planned for this event. Attach list if necessary. _____

****Indicate locations of all vendor booths on the site plan. ** Vendors must obtain a separate business license from the Town Clerk.**

Alcohol

Is alcohol service planned for this event? If yes, explain: _____

****Indicate locations of all food service and alcohol booths on the site plan. Liquor Licenses can only be obtained from the Town Clerk. ****

Animal Control

Will pets/animals be allowed at this event?: _____ If yes, what types of animals: _____

Types of activities involving animals: _____

Animal Waste. Indicate method of proposed animal waste removal. _____

Power

Describe power required for this event: _____

Indicate all electrical sources

Trash Collection/Removal

Number of trash receptacles to be provided: _____

Describe trash and recyclable removal plan/schedule: _____

Describe plan to remove hot coals and grease: _____

*** Indicate location of all trash and recycling receptacles on the site plan. ***

Signage

List all signage that is proposed to be used for this event and its purpose. Please attach a diagram of each sign describing the text, size and materials proposed. All traffic signs must meet Town and MUTCD standards as stated in above in Section C. of this application. _____

*** Indicate location of signs on the vicinity map and/or site plan. ***

CONDITIONS OF APPROVAL:

- ☐ **Permit Fee – \$50**
- ☐ **Insurance (Permit is not valid without appropriate insurance at the time of the event.)** – Liability Insurance shall be provided in the amount required by the Town based on the size and type of event proposed. Evidence of insurance shall be provided prior to issuance of any permit. The insurance policy shall name the Town as an insured, and shall provide coverage for Town personnel rendering service during an event. The permittee shall have in force public liability insurance covering: (1) Property damage in the amount of fifty thousand dollars (\$50,000) and, (2) Death or injury to one person in the amount of two hundred thousand (\$200,000) and, (3) Death or injury to more than one individual in the amount of six hundred thousand dollars (\$600,000). Contractual liability coverage must also be provided in a similar amount for the indemnity agreement. The coverage shall extend to property damage, bodily injury, but not limited to the occupancy or use of the land and the construction, maintenance, and operation of the structures, facilities, or equipment authorized by the permit. The Town of Buena Vista must be added as additional insured on the policy.
- ☐ **Additional Permits:** Applicant shall acquire valid approvals for conducting the proposed event from the owner or manager of each of the properties accessed, crossed or otherwise directly affected by this event. The Town may require Applicant's provision of written evidence of such approvals as a condition precedent to issuance of a Special Event Permit.

Any changes to your event after the completion of the application must be submitted immediately in writing to the Town Clerk.

I certify that all application information is true and correct to the best of my knowledge.

Signature: _____ Date: _____

FOR OFFICE USE ONLY – COPY TO DEPARTMENTS AND REFERRAL AGENCIES FOR SIGN OFF AS INDICATED:

- ☐ AMBULANCE
- ☐ TOWN ENGINEER
- ☐ PLANNING
- ☐ PUBLIC WORKS
- ☐ POLICE DEPARTMENT
- ☐ BV FIRE
- ☐ TOWN CLERK
- ☐ CDOT
- ☐ BUILDING INSPECTION (for events that require electrical or gas power)
- ☐ PROOF OF INSURANCE
- ☐ FEE PAID
- ☐ LIQUOR LICENSE
- ☐ STREET CLOSURE APPROVED _____
- ☐ OTHERS: _____

Approved by: _____ Date _____
Town Administrator